

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE <b>J</b>		PAGE OF PAGES <b>1   7</b>	
2. AMENDMENT/MODIFICATION NO. <b>0002</b>		3. EFFECTIVE DATE <b>15-Jul-2002</b>		4. REQUISITION/PURCHASE REQ. NO. <b>W81EWF-2148-7444</b>		5. PROJECT NO.(If applicable)	
6. ISSUED BY VBURG CONSOLIDATED CONTRACTING VICKSBURG OFFICE 4155 CLAY STREET VICKSBURG MS 39180-3435		CODE <b>DACW42</b>		7. ADMINISTERED BY (If other than item 6)  <b>See Item 6</b>		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				<b>X</b>		9A. AMENDMENT OF SOLICITATION NO. <b>DACW42-02-T-0054</b>	
				<b>X</b>		9B. DATED (SEE ITEM 11) <b>02-Jul-2002</b>	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended.  Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>  1  </u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A.THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B.THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C.THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D.OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Solicitation is amended to make changes in dates and periods outlined in Scope of Work, as attached.  Interested parties that may have already submitted proposals are asked to review these changes and submit any changes by 16:45 on 15 July 2002. Offerors must acknowledge receipt of this amendment, as stated above.  Facsimile transmissions are being accepted for proposals, modifications to proposals and acknowledgement of receipt of this amendment.  Contracting POC: Laurie Bagby, phone (601)631-7901, fax (601)631-7263 or e-mail Laurie.A.Bagby@MVK02.usace.army.mil							
<small>Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.</small>							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		12-Jul-2002	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

Changes in Solicitation/Contract/Order Form

The required response date/time has changed from 12-Jul-2002 16:45 to 15-Jul-2002 16:45

Changes in Statement of Work

As noted by highlighted changes in attached Scope of Work, the following changes/clarifications have been made.

Solicitation page 6 of 21 – Section 4(a) – First sentence should read:

- a. Initial award will contain a period of performance from date of award (approx. mid July, 2002) through 30 September 2002.

Solicitation page 9 of 21 – Section 10(b)(3) – Change sentence to read:

(3) Price. Contractor shall submit price proposal based on contractor determined and proposed job titles and "not-to-exceed" number of hours to accomplish outlined Statement of Work for the base and stated option periods.

## STATEMENT OF WORK

### STRATEGIC PLANNING PROCESS IMPLEMENTATION FOR THE DEPUTY DIRECTOR U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER

**1. PROJECT OBJECTIVES:** The U.S. Army Engineer Research and Development Center (ERDC) is a highly diverse research organization--seven laboratories at four geographical sites. Principal mission areas include civil engineering, environment, water resources engineering, and physical sciences. The objective of this effort is to provide the Deputy Director ERDC with techniques for establishing a robust, integrated strategic planning process for the Corp's seven laboratories. This enhanced strategic planning process is targeted at identifying those Science & Technologies (S&T) initiatives that will accelerate "Synergy" among the Center's laboratories. Effort is required in the following specific areas: (1) mission goals determination, (2) process development; (3) process implementation; and (4) execution of other specific near-term strategic studies as requested.

**2. SCOPE OF WORK:** The contractor shall provide all the required expertise necessary to guide and direct the tasks and provide the required plan products as defined below.

**Task 1: Mission Goals.** The contractor will design and execute a series (3-6) of lectures and workshops for the ERDC Director, Deputy Director and Lab Directors or their representatives. These lectures and workshops will be designed to provide two primary products: (1) goals that define the integrated objectives of the consolidated ERDC; and (2) attributes that can be used to assess the value of major ERDC S&T initiatives in meeting these ERDC goals.

**Task 2: Strategic Assessment Process Development.** The contractor will review techniques effectively used by large Corporations and Federal Agencies to assess large diversified S&T investment portfolios relative to their value in achieving organizational goals. On the basis of this review, the contractor will provide the Deputy Director a summary of findings and will recommend strategic assessment processes considered most appropriate for use by ERDC. From among the candidate processes, the Deputy Director will select an assessment process. The contractor will develop, for approval of the Deputy Director, a design for the evaluation of the selected process using a representative set of ERDC S&T investments. The contractor will direct the execution of the approved process evaluation activity.

**Task 3: Institutionalizing the Strategic Assessment Process.** The contractor will finalize the process and coordinate its implementation for use by senior ERDC management in an annual assessment of the S&T investment portfolio relative to the integrated ERDC goals. The contractor will develop all tools and procedures used to conduct this periodic assessment. The contractor will make recommendations for the refinement of the process as required for future applications.

### **3. CONTRACT TYPE**

Award will be made on a firm fixed price basis for "not-to-exceed" number of hours identified by the contractor to accomplish Statement of Work for each time period outlined. Line item for estimated travel cost will be included in award, and reimbursement will be made on actual cost basis.

### **4. LEVEL OF EFFORT AND PERIOD OF PERFORMANCE**

a. Initial award will contain a period of performance from date of award (approx. mid July 2002) through 30 September 2002. Proposal must contain pricing for option periods outlined, for a total of approximately 26.5 months, or effort through 30 September 2004. Option year periods may be exercised dependent on Government need and availability of funding.

b. The initial award period is estimated to require a total of 440 hours. Option periods will be for 12-month periods and are estimated to require up to 2000 hours for each option. Note: The Government will authorize payments for actual hours worked, exclusive of Federal holidays and vacation or sick days.

### **5. GOVERNMENT FURNISHED PROPERTY.**

a. Information: The government will provide access to strictly non-procurement sensitive information, including data on various S&T programs, processes, and schedules, to facilitate the contractor's review and analysis. The government will also provide access to its system developers, and subject matter experts as necessary to provide insight into the functions and tasks required.

b. Material: The government shall furnish the following to the on-site contractor employee(s) for use during the life of this contract: office space, a desk, a chair and a telephone; access to task-related knowledgeable personnel and personnel with decision-making authority; and other government-furnished property specific to each individual task order. Government-furnished property may include data, incidental materials, computer with appropriate hardware and software and other resources to be provided by the Government as required depending upon the task and need involved. Office equipment at the workspace will also include E-mail accounts, laser printers, facsimile machines, and copiers. Additional space may be provided as required at the determination of the government.

### **6. REPORTS AND IN-PROCESS REVIEWS (IPRs).**

a. The contractor shall report results to the Deputy Director, ERDC, on an "as required" basis, as issues arise which require his attention. Informal In-Process

Reviews (IPR) will be held at the discretion of the government and may be as often as weekly for all major tasks.

b. The contractor will submit monthly progress reports providing status of ongoing efforts, tasks completed and remaining, financial summaries and explanations of any potential problems or concerns.

c. The contractor will furnish a report summarizing the strategic planning effort, results and recommendations not later than 30 September 2003.

## **7. SECURITY:**

a. **Clearances:** The contractor shall forward appropriate clearance information to the U.S. Army Corp of Engineer Security Office in order to obtain an appropriate building pass. The project leader for this effort shall have possess a Secret or higher level security clearance.

### **b. Information Systems Security Requirement - OPORDER (Positive Control).**

(1) All contractors working under this contract who require access to Automated Information Systems (AIS), (stand-alone computers, networked computers/systems, e-mail) shall at a minimum be designated into an ADP III position (non-sensitive, IAW Army Regulation 380-67, Personnel Security, Army Regulation 380-19, Information Systems Security and DOD 5220-22R, Industrial Security Regulation. The investigation must be completed before the individual is permitted access to AIS and is placed in an ADP III position. The investigative requirements for an ADP III position is a favorable National Agency Check (NAC) SF-85P, Public Trust Position.

(2) The Commander, ERDC may grant waivers, on a case-by-case basis, and allow assignment to an ADP III position, and access to AIS, once the NAC investigation has been formally requested (totally completed and mailed), awaiting the results. Contractors (Companies) that have a Cage Code and Facility Security Clearance through the Defense Security Service, shall process the NAC's and forward visit request/results of NAC to the ERDC Security Office. For those contractors that do not have a Cage Code or Facility Security Clearance, the ERDC Security Office(s) will process the investigation in coordination with the contractor and contract employee. ADP I and II positions, will be processed as above, except investigative requirements will vary.

(3) Contractor must coordinate with appropriate ERDC Security Office to process NAC upon award.

c. **Security of Government-Furnished Information (GFI):** As required. Details of any safeguards that may be revealed to the contractor by the government during the course of contractor performance shall not be published or disclosed without written consent of the Contracting Officer. Information given to the contractor during the lifetime of this contract shall only be used for the purpose of carrying out the provisions of this contract. Agency information marked "For Official Use Only" or bearing other sensitive markings shall be handled in accordance with Agency information security program regulations and shall not be divulged or disclosed without Agency permission.

## **8. LOCATION AND TRAVEL**

a. Effort will be performed predominantly at the following U.S. Government facility: U.S. Army Engineer Research and Development Center, 7701 Telegraph Road, Kingman Building, Alexandria VA 22315-3860. Accomplishment of some tasks may also be accomplished at Contractor's facility "off-site".

b. Performance of tasks may require travel, at the Government's recommendation and approval. The contractor will be responsible for all arrangements associated with any required travel and will be reimbursed in accordance with FAR 31.205-46. Estimated travel costs for award through 30 September 2002 is \$2,500.00.

## **9. CONTRACTOR SELECTION CRITERIA**

a. Selection Criteria - The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered.

b. Evaluation factors as outlined in FAR 52.212-2 -- "Evaluation -- Commercial Items (Jan 1999)", are technical approach, past performance and price. Technical approach and past performance, when combined, are more important than price.

(1) Technical approach. This area assesses the bidder's organizational approach that will be used to meet the Government's requirements. It also assesses the bidder's understanding of the Government's Requirements (see 9 – Contractor Selection Criteria). Bidders must describe their organizational approach to meeting the task requirements of this SOW. Issues such as number of people assigned to the task, their skills, roles, and responsibilities should be discussed.

(2) Past Performance. This area assesses the bidder's past and current performance in terms of customer satisfaction. Provide references of similar projects. References must contain Agency (or company) name, Agency (or company) Point of Contact, telephone number and e-mail address. Also provide estimated contract value, period of performance of task/contract, and a brief description of the contract.

(3) Price. Contractor shall submit price proposal based on contractor determined and proposed job titles and "not-to-exceed" number of hours to accomplish outlined Statement of Work for the base and **stated** option periods.

c. As outlined in FAR clause 52.212-2 -- Evaluation -- Commercial Items (Jan 1999), the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement.

## **10. PROPOSAL SUBMISSION REQUIREMENTS AND LIMITATIONS**

a. Contractor must respond to each of the evaluation areas listed above. Proposals (excluding Standard Form 1449, submission of pricing proposal for base and option periods and required completed portions of Representations and Certifications) must not exceed 10 pages in length.

b. Any costs beyond the hourly rate must be described in proposal and supported by itemized cost. Exception is made for estimated travel. No contractor estimate for travel should be included in proposal. A Government estimated amount will be included in the order and reimbursement will be made on actual cost basis in accordance with FAR 31.205-46.

## **11. SET-ASIDE CONSIDERATION**

This procurement will be set-aside 100% for a small business. NAICS code for this action is 541611 (SIC 8742) with a size standard of \$5.0M.

## **12. AGENCY POINTS OF CONTACT**

a. Contracting Office Point of Contact:  
Laurie Bagby, USACE, Vicksburg Consolidated Contracting Office, 4155 Clay Street, Vicksburg, MS. 39183-3435; Phone: (601)631-7901, Fax (601)631-7263, E-mail Laurie.A.Bagby@MVK02.usace.army.mil

b. Technical Representative:  
Mr. Tom Hart, U.S. Army Engineer Research and Development Center, 7701 Telegraph Road, Kingman Building, Alexandria VA 22315-3860; tel (703) 428-6867, E-mail: Thomas.L.Hart@hq02.usace.army.mil